# Manually Creating Student Accounts for Your Students on Wikispaces

An easy way to create accounts on your own- no student email accounts needed!

*This tutorial shows Wikispaces users how to create users accounts for student users, provided they have signed up for a* ***Private wiki****. This type of wiki normally costs $5 per month, but Wikispaces is offering* ***250,000 free****, private wikis for* ***educators****. To sign up for this limited offer, visit the following site:* [*http://www.wikispaces.com/site/for/teachers*](http://www.wikispaces.com/site/for/teachers)*. This tutorial assumes that the user already has a* ***Wikispaces*** *account and has created a* ***Private wiki*** *on this site.*

1. Sign into Wikispaces with your username and password
2. From the **Actions** menu, click **Manage Space** – this is located above the **Navigation Menu**



1. Under the **People** heading, click **User Creator**



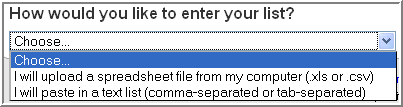
1. You will see the following set of steps on the next page:



1. **Select** the wiki in which you wish to add users- if necessary, multiple wiki can be selected by holding down the **Control** key while making your selections



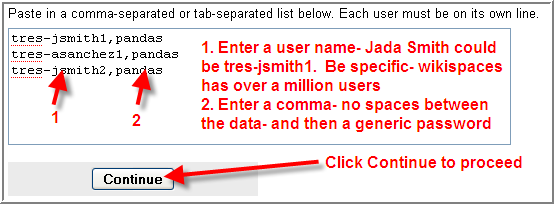
1. **Select** the method you will use to create your student accounts:
   1. **.xls or .csv** option- use this if entering from a student data file, such as eSchool
   2. **Paste a text list** option- use this to manually enter student names



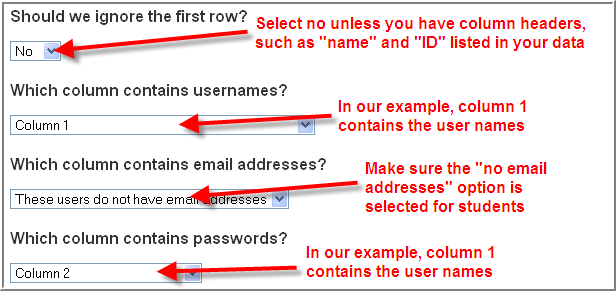
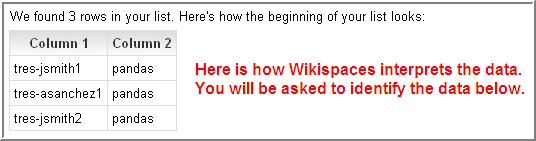
## Option 1: Pasting or typing in a comma-separated list

The steps listed in this section describe how to create student users by typing in their user names or by copying their new account info into the submission box.

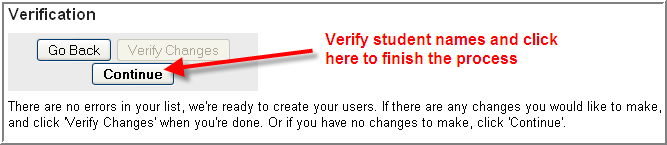
1. **Pasted text list option**- Enter information as shown below:



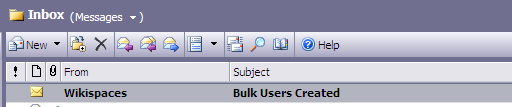
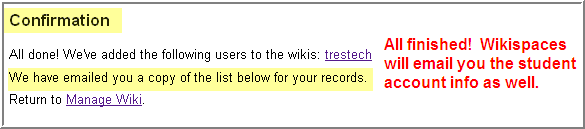
1. The next page asks you to select the correct column- select the appropriate information and click **Continue** when finished



1. The next step, Step 3 on the site, is a Verification page- Verify your user names and passwords, and click **Continue** to proceed



1. **Confirmation** page- you have created the users, and the student account info will be emailed to the account which you registered when you signed up for a Wikispaces account



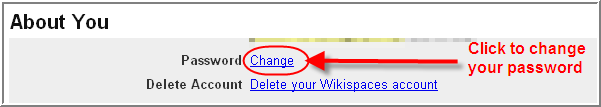
## Allowing users to change their password

After student accounts are created, students should then change their password to something that is easier for them to remember. Any user can do this once logged in:

1. Click your user name at the top of the screen from any page on the site- this will bring up your **My Account** page



1. Click the **Settings** tab as illustrated above
2. On the next screen, under the **About You** section click **Change** next to Password



1. Enter your old password, new password (twice for verification purposes) and click **Save** when finished

